

Editorial Manager

Ministry: Communications

Your Ministry's Goal

To be a team that supports the church through creative mediums and promotes the messaging, initiatives, connections, and opportunities of The Chapel.

Description of the Role

The role of this full-time staff position is to support the editorial and text needs of the Communications Team at The Chapel.

Role Requirements

Personal Life

- Authentically commitment Christian with a consistent and fruitful devotional life
- Attendee of The Chapel, an advocate who is sold on our vision, spiritual evolution
- Attend weekly services at one of our campuses
- Alignment with and support of *Chapel Staff Expectations* (see The Chapel employment application)

Experience and Abilities

- Minimum of a Bachelors degree in Journalism, English, or related field.
- Prior experience in related area of writing, editing, and/or journalism
- Familiar and ability to implement AP style guidelines

Role Responsibilities

Editorial Duties

- Maintain a solid editing and proofreading process for the department, including the use of the Chapel style guide and AP style.
- Coordinate the editorial assignments of volunteer and freelance writers.
- Participate in marketing research and the distribution of press releases and local news stories as needed.

Managing Editor

- Function of The Chapel magazine, *sixteen:nine*, and the weekly worship program.
- Planning and assigning of news and feature coverages that systematically generate narrative articles that tell the stories of The Chapel within the philosophical context of approved and branded messaging.
- Tracking editorial assignments for the status sheet.

Project Manager

- Responsible for the tactical development of Chapel editorial material

- Management and deployment of various HTML newsletters, external feature articles, brochures, pamphlets, programs, scripts, web pages, and other copy needs or message opportunities.

Team Responsibility

- Provide Photography support as needed in the Communications area.
- Work with OSP to collect news articles relating to senior staff and/or The Chapel.
- Work closely with the Connections department in creating and maintaining an editorial and promotions calendar.
- Attends all required communication meetings
- Attends all-staff meetings

Core Competencies and Key Behaviors

Adaptability: An individual who possesses adaptability responds effectively to change and considers new approaches.

- Takes steps to understand the reasons for change in environment or tasks
- Supports new ideas, systems and procedures
- Switches strategies or tactics if the current ones are not working
- Is open to new ideas, perspectives, structures, strategies or positions
- Is willing to reconsider even the most strongly held ideas
- Maintains work efficiency and responds positively to a changing environment

Creative Communicator: A creative communicator demonstrates a passion to communicate God's truth through new, innovative, artistic approaches.

- Possesses creativity, imagination and a drive for excellence
- Develops and uses artistic skills such as drama, writing, art, music and dance
- Enjoys discovering new, innovative ways to communicate God's truth
- Shapes and challenges others' perspectives of God by using various forms of art
- Approaches situations with variety and creativity

Cultural Awareness: An individual with cultural awareness understands the role of culture and is skilled at developing meaningful relationships with those from different cultures.

- Recognizes cultural norms, values and trends
- Enjoys learning from and about other cultures
- Builds meaningful relationships with people of other cultures and ethnic backgrounds
- Treats and calls upon others to treat individuals fairly and equally
- Demonstrates missions-mindedness

Project Manager: A project manager oversees a project and creates and maintains an environment that guides the project to its successful completion.

- Identifies and communicates the processes involved in the initiation phase of a project
- Works with staff to develop a work plan with tasks, timeframes, milestones, resources and dependencies
- Identifies key stakeholders in the project
- Recognizes and analyzes influences impacting the project

- Develops and manages the scope of the project
- Describes in detail the process of resource allocation (including human resources, cost, and time estimates)
- Uses resources efficiently and manages projects effectively within budget limits
- Ensures quality standards are met
- Anticipates potential problems, institutes controls and contingency plans to address them
- Monitors project progress and evaluates performance

Self Starter: A self starter demonstrates a high level of initiative, proactively identifies opportunities/issues and acts to capitalize or resolve them.

- Volunteers for tasks
- Identifies what needs to be done and takes appropriate action without being asked or required to do so
- Persists in the face of difficulties
- Seizes opportunities to take action
- Initiates individual or group projects and takes responsibility for their success

Subject Matter Expert: A subject matter expert masters a discipline, body of knowledge or skill and applies his/her expertise to enhance individual and organizational effectiveness.

- Demonstrates knowledge, skills and expertise in his/her area of specialization
- Acquires, analyzes, interprets and applies research in his/her area of specialization
- Makes practical application of specialized knowledge in everyday situations
- Serves as a resource and/or advisor for co-workers in his/her area of specialized knowledge
- Continues to develop and refine skills, knowledge and proficiency in his/her area to enhance individual, team and organizational effectiveness

Writer: A writer delivers clear, effective written communication.

- Reflects the values and DNA of the Chapel in his/her written communications
- Organizes and communicates written ideas clearly
- Shares information, ideas and analysis in a clear, concise and compelling manner
- Captures and conveys life transformation stories in a compelling way
- Uses the appropriate style for the document and tailors his/her writing effectively to the intended audiences
- Uses graphics and other aids as needed
- Demonstrates fundamental skills at advanced levels: clarity, spelling, grammar, vocabulary and compelling voice

Availability: Monday through Friday, 9 a.m. to 5 p.m.

Campus: Central Support, Grayslake

Ministry Leader: Katie Persinger, Executive Director, Communications Production